

# MANI T

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

## Work History

---

### 2022-01 - Warehouse Associate

2024-03

#### *Farook International Stationery, Sharjah, UAE*

- Managed the receipt, storage, and distribution of office and school stationery supplies in a high-volume warehouse environment.
- Conducted accurate inventory counts and maintained inventory records using warehouse management software.
- Processed and fulfilled customer orders efficiently, ensuring timely and accurate delivery.
- Operated forklifts and other warehouse equipment to move and organize stock.
- Coordinated with suppliers and vendors to ensure the timely receipt of incoming shipments.
- Inspected incoming and outgoing shipments for accuracy and quality, addressing any discrepancies or damage.
- Maintained a clean, organized, and safe warehouse environment, adhering to safety protocols and regulations.
- Assisted in the development and implementation of warehouse policies and procedures to enhance operational efficiency.
- Collaborated with the sales and customer service teams to resolve order issues and ensure customer satisfaction.
- Participated in regular training sessions to stay updated on best practices and new technologies in warehouse management.

### 2017-02 - Salesman Cum Receiver and Cashier

2022-12

#### *Al Madina Hypermarket, Abu Dhabi, United Arab Emirates*

- Assisted customers in selecting products, providing detailed information and recommendations to enhance their shopping experience.
- Ensured shelves were fully stocked and displayed products attractively to maximize sales.
- Monitored inventory levels and collaborated with the receiving department to replenish stock as needed.
- Implemented promotional activities and special offers, boosting sales and customer engagement.
- Received and inspected incoming shipments, verifying quantities and quality against purchase orders.



## Contact

---

### Address

Abu Dhabi AE

### Phone

+971 52 583 4417

### E-mail

mthayyil107@gmail.com

## Skills

---

Merchandise staging

Order picking and processing

Environmentally Controlled Storage

Shipping and receiving

Labeling and boxing

Freight Labeling

Warehouse Logistics

Quantity calculations

Cardboard baling

Product verification

Purchase order verification

Assembly and production

Lifting and sorting

Warehouse Operations

Material Handling

Inventory organization

Invoice Verification

Cost Reduction

Promotional sales events

- Recorded and reported discrepancies or damaged items to suppliers and management for resolution.
- Organized and stored received products in designated areas, maintaining accurate inventory records.
- Coordinated with suppliers and delivery personnel to ensure timely receipt of goods.
- Managed stock levels and performed regular inventory counts to prevent shortages and overstock situations.
- Processed customer transactions efficiently and accurately, handling cash, credit, and debit card payments.
- Balanced cash registers at the end of each shift, ensuring all transactions were accounted for and discrepancies were resolved.
- Provided excellent customer service by greeting customers, answering questions, and assisting with returns and exchanges.
- Managed point-of-sale (POS) systems, ensuring they were operational and resolving any technical issues promptly.
- Monitored and replenished checkout supplies, such as receipt paper and shopping bags.
- Ensured a clean and orderly checkout area, promoting a positive shopping experience for customers.

## Education

---

**Bachelor of Arts: History**

*Calicut University - Kerala, India*

## Personal Details

---

DOB: 15/02/1986

Gender: Male

Nationality: India

Marital status : Married

Visa status : Visit visa

Brand building

Sales process engineering

Objection handling

Brand representation

Sales Planning

Cold-calling

Sales Training

Closing Techniques

Sales Reporting

Inventory Auditing

Record preparation

Product Inspection

Cost controls

Sales experience

Returns processing

Payment Processing

Cash Register Operation

Cash Handling

Drawer balancing

Sales expertise

## Languages

---

English

Hindi

Malayalam

Arabic